



JOB SPECIFICATION

FINANCIAL SYSTEMS COORDINATOR

General Purpose

Under general direction, supervise, analyze and coordinate functional operations, maintenance and management of automated financial systems and human resource management system. Perform professional work in financial statement preparation and analyze and interpret financial data. Serve as technical advisor to department head on strategies for managing external and internal data.

Typical Duties:

Develop, and interpret accounting policy and procedures for automated processing of complex accounting transactions. Involves: Investigate and respond to user requests for guidance and problem resolution of transaction processing and system updates. Modify, maintain and enhance accounting systems, procedures and forms to ensure adequate fund control. Provide technical support and problem resolution of transaction processing, system updates and report preparation and other work processes. Respond to inquiries from customers of other organizations, and in complying with City, State or Federal reporting regulations as necessary. Provide and coordinate computer systems training to include preparation of operating instruction manuals. Direct, monitor and analyze automated end user systems to facilitate financial operations.

Develop and maintain system operation and interface tables. Involves: Oversee systems, data processing, system scheduling and system updates. Identify and monitor deviations from standard policies and procedures. Confer with program managers, department staff and information services on systems problems and recommend corrective action. Review current systems operations and recommend improvements. Arrange for system database and hardware maintenance. Analyze and interpret financial data in system-generated reports from the financial system and human resource management system. Prepare reports, schedules and statistical summaries relating to accounting systems analysis and design. Act as a primary liaison to information services personnel, financial systems consultants, and depository institution information technology personnel.

Collaborate with information services personnel, supervisors and vendors in design, development and installation of new or upgraded financial systems to include the human resource management system and cashiering system. Involves: Evaluate user system requirements, technical developments, capabilities of proposed systems and external interface requirements. Assess impact of new systems or system upgrades on financial operations. Coordinate and communicate interdepartmental efforts to implement new information systems. Prepare cost proposals and implementation strategies. Test user system installations and upgrades, and recommend improvements.

Supervise assigned personnel. Involves: Schedule, assign, instruct guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of governmental accounting principles, practices and methods.
- Application of considerable knowledge of personal computer operations including spreadsheets, word processing and graphics applications.
- Application of considerable knowledge of financial and budgetary planning and procedures.
- Application of good knowledge of grant and municipal accounting procedures.
- Application of good knowledge of supervisory techniques, standards of conduct and work attendance.
- Application of good knowledge of computerized accounting systems and automated accounting management information computers, associated peripheral equipment and applications programs.



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- Application of good knowledge of system development, analysis, design and integration methods, and database management.
- Develop coordinate and implement accounting systems and recommend modifications to computerized systems.
- Write, test, implement and maintain complex computerized systems and programs.
- Train and guide functional end users in systems capabilities and prepare complete and precise user instructions.
- Analyze financial data and additional information having several variables and outcomes from accounting, financial or statistical records within the framework of numerous guidelines and standardized courses of action, and occasionally recommend and initiate an original solution to a problem within the bounds of accepted practice.
- Clear, concise oral and written communication to prepare and present designated regulatory or management accounting or statistical reports and financial schedules to management or regulatory agencies and maintain related detailed fiscal records.
- Operate standard office equipment including personal computer, and related spreadsheet applications and financial management information system.
- Establish and maintain effective working relationships with supervisors, coworkers, officials and the public in order to regularly resolve ordinary issues or occasionally those of a sensitive or controversial nature.

Other Job Characteristics

- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: : Equivalent to a combination of a Bachelor's degree in accounting, finance, Computer Information Systems, Data Processing or related field including a concentration of eighteen (18) upper division semester credit hours in accounting, six (6) semester hours of structure programming and three (3) semester hours of systems analysis and design, plus three (3) years professional accounting or general data processing experience with business systems.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.